

Michigan School Readiness Program
Mid-Year Report (2004-2005)
Staff Report

Instructions for Completion

The Michigan Department of Education and the High/Scope Educational Research Foundation are collecting program, staff compensation and training information. These reports are designed to provide an interim overview of state-funded Michigan School Readiness Program grants for four-year-old children “at risk.” They include information required by the Michigan legislature and criteria established by the State Board of Education. The Michigan Department of Education requests all the information be completed on the *Staff Report* form.

Completion: Please use the enclosed **RED** scannable Michigan School Readiness Program *Staff Report* form. This report is required for all Michigan School Readiness Program grantees, including school districts, public school academies, and competitive grant recipients.

Submission: This report must be submitted by **March 1, 2005** to:

Regular Mail

Michigan Department of Education
Office of Early Childhood Education
and Family Services
P.O. Box 30008
Lansing, MI 48909

Overnight/Federal Express

Michigan Department of Education
Office of Early Childhood Education
and Family Services
608 W. Allegan Street, 4th Floor, Pillar H-17
Lansing, MI 48933

Due to increased security at State of Michigan buildings, hand-delivered reports **CAN NO LONGER BE ACCEPTED** by the Office of Early Childhood Education and Family Services, Michigan Department of Education.

Who should complete this form? MSRP early childhood specialists, classroom teachers, home visitors, associate teachers, and administrative personnel may complete the *Staff Report* form. Each MSRP teacher or home visitor should be represented on one form. Data is **not** collected on additional staff, including any staff implementing the state aid option of parent involvement and education programming for all families residing in the district with children ages birth to kindergarten entry.

Please refer to the *Michigan School Readiness Program Implementation Manual*, section 4, part VIB for definitions of MSRP teacher, lead teacher, associate teacher and home visitor (for those programs implementing Home-Based Models). The home visitor is the individual who meets the qualifications outlined in the *Michigan School Readiness Program Implementation Manual*, section 6, Home-Based Model. The manual can be accessed at our web site at

http://www.michigan.gov/documents/ImpManual_11363_7.PDF

In the event that a teacher provides instruction for a morning session with one associate teacher and a different associate teacher for an afternoon session, please provide information on only one of the associate teachers. (However, a *Program Quality Assessment* form must be completed for each teaching team.)

If you have questions: Contact the Office of Early Childhood Education and Family Services at (517) 373-8483.

PLEASE USE A NUMBER 2 PENCIL WHEN COMPLETING THE RED SCANNABLE FORM.

- Do **not** staple.
- Use only original forms.
- Copies of original forms will **not** scan.
- Do **not** fold.
- Use only #2 pencil, **no** ink.
- Erase **all** marks/errors completely.
- **No** sticky notes, for comments please include additional sheets.

I. PROGRAM INFORMATION: Enter the requested information regarding program type as follows.

Type of Program 1 (Choose one)

- School district or school district subcontract MSRP program
- Competitive agency MSRP program

Type of Program 2 (Choose one)

- Center Based
- Home Based

II. LEAD TEACHER/HOME VISITOR COMPENSATION & TRAINING

- A. MSRP teaching experience:** Enter the number of years this staff member has been in a lead teacher or home visitor position; teaching in MSRP classrooms, visiting MSRP homes, or a combination. Count the current year as one full year of experience. For example, if this is the first year teaching in an MSRP classroom, mark the circle 1.
- B. Additional years of teaching experience.** Mark the number of years of **preschool teaching experience** as the lead teacher or home visitor position in classrooms other than MSRP. For example, for two years teaching experience in a private preschool program before coming to MSRP, mark the circle B. If this is the first year of teaching (as indicated in IIA), mark “Less than 1.”
- C. Compensation:** First indicate either an MSRP hourly rate or an annual MSRP salary (do not enter both). Then write in and fill in the bubble in the MSRP hourly rate (to the nearest \$1) or the annual MSRP salary (to the nearest \$1,000). (Example: A teacher earning \$23.75 an hour would enter “24.” A teacher earning \$32,400 annually of MSRP funds would enter “32.”) Include only the MSRP compensation. Do not include any income received in addition to the MSRP earnings.
- D. Hours per week:** Enter the number of hours per week compensated for MSRP classroom or home-based instruction. Example ④①
- E. Weeks per year:** Enter the number of weeks per year for which MSRP compensation as a teacher is received. Note: If teaching spans 36 weeks including school year

vacations and holidays, but pay is spread over 12 months, indicate 36 weeks.

- F. Contract coverage (school district programs only):** Enter whether this staff member is part of the district's master contract for teaching staff.
- G. Benefits:** Enter the benefits received as part of MSRP compensation. Mark all that apply.
- H. Early childhood specialist:** Indicate whether this staff member also serves as the MSRP program's early childhood specialist.
- I. Project director:** Indicate whether this staff member also serves as the MSRP project's director.
- J. Lead teacher training:** Indicate this staff member's level of training (all that apply) as follows:
- | | |
|---|--|
| AA = Associate's degree | M+ = Master's degree or beyond |
| CD = CDA credential | 12 = 120 clock hours of in-service or other approved training |
| BA = Bachelor's degree in Child Development | ZA = Early childhood endorsement on an elementary teaching certificate |

A teacher who does not currently meet the qualifications and has a Michigan Department of Education approved plan to come into compliance should select all bubbles in this category (i.e., an individual with an elementary teaching certificate who is enrolled in courses to complete the requirements for the early childhood endorsement, would color in the bubbles next to all six selections in this category).

- K. Ethnicity:** Indicate ethnicity of this staff member as follows by using the definitions below:
- | | |
|--------------------------------------|-------------------------------|
| N = American Indian or Alaska native | P = Asian or Pacific Islander |
| A = African American | H = Hispanic |
| W = White | M = Multiracial |
- American Indian or Alaska Native:** having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian or Pacific Islander:** having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian sub-continent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand, Vietnam, Hawaii, Guam, Samoa, or other Pacific Islands.
- African American:** having origins in any of the black racial groups of Africa.
- Hispanic:** Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White:** having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Multiracial:** having equal races such as American Indian and Hispanic.

L. Gender: Indicate the gender of this staff member.

III. ASSOCIATE TEACHER COMPENSATION & TRAINING

- A. MSRP teaching experience:** Enter the number of years this staff member has been supporting teaching in MSRP classrooms. Count the current year as one full year of experience. For example, if this is the first year teaching in a MSRP classroom, mark the circle 1.
- B. Additional years of teaching experience.** Mark the number of years of **supportive preschool teaching experience** in classrooms other than MSRP. For example, for two years teaching experience in a private preschool program before coming to MSRP, mark the circle B.
- C. Compensation:** First either an MSRP hourly rate or an annual MSRP salary. Then write in and fill in the bubble in the MSRP hourly rate (to the nearest \$1) or annual MSRP salary (to the nearest \$1,000) (Example: An associate teacher earning \$8.75 an hour would enter “09.” An associate teacher earning \$21,163 annually of MSRP funds would enter “21.”) Include only the MSRP compensation. Do not include any additional income received in addition to the MSRP earnings.
- D. Hours per week:** Enter the number of hours per week working for MSRP. Example ④①
- E. Weeks per year:** Enter the number of weeks per year for which the associate teacher receives MSRP compensation. Note: If employment spans 36 weeks including school year vacations and holidays, but pay is spread over 12 months, indicate 36 weeks. Example ③⑥
- F. Contract coverage (school district programs only):** Enter whether this staff member is part of the district’s master contract.
- G. Benefits:** Enter the benefits received as part of MSRP compensation. Mark all that apply.
- H. Associate teacher training:** Indicate this staff member’s level of training (all that apply) as follows:
- | | |
|---|--|
| AA = Associate’s degree | M+ = Master’s degree or beyond |
| CD = CDA credential | 12 = 120 clock hours of in-service or other approved training |
| BA = Bachelor’s degree in Child Development | ZA = Early childhood endorsement on an elementary teaching certificate |

An associate teacher who does not currently meet the qualifications and has a Michigan Department of Education approved plan to come into compliance should

select all bubbles in this category (i.e. an individual with an elementary teaching certificate who is enrolled in CDA training).

I. Ethnicity: Indicate ethnicity of this staff member as follows by using the definitions below:

N = American Indian or Alaska native	P = Asian or Pacific Islander
A = African America	H = Hispanic
W = White	M = Multiracial

American Indian or Alaska Native: having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian or Pacific Islander: having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian sub-continent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Others with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

African American: having origins in any of the black racial groups of Africa.

Hispanic: Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

White: having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Multiracial: having equal races such as American Indian and Hispanic.

J. Gender: Indicate the gender of this staff member.

Please return the completed form(s) as indicated above. The completed *Program Quality Assessment/Staff Report* scannable forms should be sent with the *Risk Factor & Child Information* scannable forms.